



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

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MEMORANDUM FOR ALL REGION CCs/CDDs, ALL WING CCs/CDO/LOs, ALL CAP-USAF
LRCCs

SUBJECT: Use of CD Orientation Telecourse Videotape

1. Videotape copies of the national semiannual CD Orientation Telecourse are for **training purposes only** and you are encouraged to make copies of the videotape. These tapes may not be used for self-generated CD orientation courses. A waiver to view a videotape copy of the telecourse in lieu of the live broadcast may be granted if a downlink site experiences technical difficulty precluding reception of the telecourse, you get bumped from the downlink site by another activity on short-notice, or are prevented from using the site due to a natural disaster (i.e., hurricane).
2. To request a waiver, send a written request, through the wing commander, to HQ CAP/DOX, 2461 Eisenhower Ave., Suite 748, Alexandria VA, 20331-0010. The request must be submitted in a timely enough manner to allow members to view the video tape within 60 days of the live broadcast date. The request must include a narrative justification describing why the members could not view the live broadcast, a list of the members' names and CAP Serial Numbers, the date and location of the requested make-up session, and the name of the individual who will proctor the make-up session. Only those members who were originally signed up to view the live broadcast of the telecourse at that specific downlink site will be allowed to participate in the make-up session.
3. Either the wing CDO or designated assistant, wing liaison office, or wing staff member appointed by the wing commander must be present to proctor the make-up session. The same procedures and controls will be used for the make-up sessions that are used for the actual live broadcast. During the make-up session, please use the videotape in conjunction with the course training material booklet. The make-up session must be completed within 60 days of the original broadcast date.
4. After the make-up session, the proctor must **OVERNITE MAIL** the CAP Forms 81 and Student Surveys to Ron Skoneki NLT the day after the make-up session.
Please mail these OVERNITE to:
Ron Skoneki
HQ CAP/DPPX
105 South Hansell Street
Maxwell AFB AL 36112-6332
5. Future telecasts are scheduled as follows:

16 September 2000	17 March 2001	15 September 2001	16 March 2002
21 September 2002	15 March 2003	20 September 2003	20 March 2004
18 September 2004			

6. If you have any questions of the use of the videotape, please contact John Kittle at kittlej@hoffman.army.mil or (703) 325-7386.

A handwritten signature in black ink, appearing to read 'S. L. H.', followed by a long horizontal line extending to the right.

SAMUEL L. HARRISON
Chief, Counterdrug Operations